

Agenda Report

TO: CITY COUNCIL

DATE: June 5, 2006

FROM: CITY MANAGER

SUBJECT: CONTRACT AWARD TO MERCHANTS LANDSCAPE SERVICES, INC. FOR LANDSCAPE MAINTENANCE AT VARIOUS CITY FACILITIES IN LANDSCAPE AREAS I, II, III, AND IV FOR AN AMOUNT NOT TO EXCEED \$435,000

RECOMMENDATION

It is recommended that City Council:

- 1) Accept the bid for Landscape Maintenance in Areas I and II (median islands, libraries, parkways, and Health Department) on the west and east side of the City, respectively); Area III (parking lots: Block 5, the Playhouse, and the Union and El Molino); and IV (Water and Power properties); dated March 15, 2006, submitted by Merchants Landscape Services, Inc., in response to specifications for landscape maintenance at various City facilities, reject all other bids received, and authorize the City Manager to enter into a contract with Merchants Landscape Services, Inc. for a period of three years, with two one-year options to renew, in the amount of \$435,000, not to exceed \$145,000 per year.
- 2) Certify the project (Landscape Maintenance Areas I, II, III, and IV) to be categorically exempt under Section 21084(a) of the California Environmental Quality Act of 1984 in accordance with Article 19, Section 15301 (Class 1), Subsection (h) of the Guidelines (maintenance of existing landscaping) and authorize the City Clerk to file a Notice of Exemption for the project with the Los Angeles County Clerk.

BACKGROUND

In accordance with Pasadena Municipal Code 4.08.070, the Department of Public Works has prepared plans and specifications for the subject project, and bids have been requested and received. This project was advertised in the *Pasadena Journal* on February 9, 2006. In addition, a Notice Inviting Bids was sent to four

trade journals and two web sites, one being the City's home page, informing them of the project and requesting that members of their organizations submit bids. Nine vendors attended the mandatory pre-bid and picked up bid packets, two of which submitted bids. One of the two vendors that submitted a bid was from a protected-class company.

This project is the continuation of the maintenance of various types of City landscape facilities by private contractors. The work includes the landscape maintenance of various traffic and median islands, branch libraries, various City facilities, three City-owned parking lots and properties used by the Water and Power Department. In total there are 117 separate City landscape facilities to be maintained.

This project is categorically exempt from the provisions of the California Environmental Quality Act of 1984 in accordance with Article 19, Section 15301 (Class 1), Subsection (h) of the Guidelines (maintenance of existing landscaping).

Bids were opened on March 15, 2006, and are as follows:

<u>Bidder</u>	<u>Monthly Cost</u>
1. Merchants Landscape Services, Inc., Santa Ana	\$11,196.00
2. Mariposa Horticultural Enterprises, Inc., Irwindale *	\$32,880.00

*Protected Class Ownership

The bid by Merchants Landscape Services, Inc. is the lowest responsive and responsible bid. The proposed contract with Merchants Landscape Services, Inc., fully complies with the Competitive Bidding and Living Wage Ordinances. The Contractor has indicated that the award of this contract will result in an estimated three new hires to the present workforce.

It is therefore recommended that the City Council authorize a 36-month contract not to exceed \$435,000, representing the following annual costs:

Base Bid	\$134,352.00
Contingency Allowance	\$ 10,648.00
NOT TO EXCEED (ANNUALLY)	\$145,000.00

FISCAL IMPACT

Funding for this contract is currently available in the Operating Budget as follows:

Areas I and II – Department of Public Works / Parks and Natural Resources
(Account numbers 8114-101-765100 and 8114-101-765400).

Area III – Department of Transportation / Parking Services

(Account numbers 8114-101-774211, 8114-217-774411, and 8114-217-774212)

Area IV – Department of Water and Power / Finance and Administration

(Account number 8116-402-883000)

Respectfully Submitted,



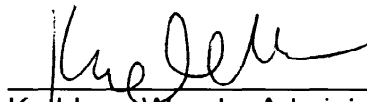
CYNTHIA J. KURTZ
City Manager

Prepared by:



Charles Peretz
Management Analyst IV

Reviewed by:



Kathleen Woods, Administrator
Parks and Natural Resources

Approved by:



Martin Pastucha, Director
Department of Public Works

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment of 2000
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization, as follows:

(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name:

MERCHANTS LANDSCAPE SERVICES INC

2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

<u>MARK BROWER - PRES</u>
<u>THEODORE HAAS - CHAIRMAN</u>
<u>AUDREY HAAS - SEC/TREASURER</u>

3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

<u>MARK BROWER</u>
<u>THEODORE HAAS</u>
<u>DAVID HAAS</u>
<u>KRISTA HAAS</u>
<u>KAREN HAAS</u>

Prepared by: MARK BROWER

Title: PRESIDENT

Date: 5-25-06

For office use only:

Contract/Transaction No. _____

If not a contract, type of transaction: _____